

**Lamar University – M.Ed. in Educational Technology Leadership**

## Reflections of Course-based Embedded Assignments

***Directions:*** In submitting your Course-based Embedded Assignment located in Appendix I of the Internship Handbook, you are required to complete a reflection of the identified assignments in your course wiki/e-portfolio. These reflections will be used to assist you in completing your EDLD 5388/5370 (\*Please note that course number changes in Fall 2010\*) Internship comprehensive exam final report. Students should use and cite their textbook references as well as two additional references when writing each reflection. The reflection must consist of statements regarding the knowledge you gained from the assignment and how the assignment helped you master the Technology Facilitator Standard(s) /Indicator(s).

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| Course Number: | Course Name: | Course-based Embedded Hours(see Appendix I) |
| **5345** | **EDLD 5345 Human Resource Management** | **12 hours** |

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| Description of theAssignment/Performance Tasks(see Appendix I) |  |
| Note: Reflection at a critical level means writing text that reveals your opinion of the reading or experience, why you hold that opinion, how the experience/assignment/reading could be improved, how you see the reading or experience as consistent or inconsistent with what you have learned so far, implications for the future, etc. Reflection should include more content than just a recitation of facts and you should document your writing with a minimum of 3 references.  **Self –Assessment**  1. Critically reflect (see note above; not just recitation of facts) upon the knowledge you gained from the assignment. (3 Points)  2. Critically reflect upon the relationship between any new information you gained from the assignment with old information you previously held to be true. (2 Points)  3. How did the relationship between the old and new information you learned affect your personal experience with the assignment? (2 Points)  **Learn as a Learner**  1. Critically reflect (see note above; not just recitation of facts) upon your approach and strategies used in completing the assignment. (3 Points)  2. Critically reflect upon how you learn as a learner and how you assess your own performance in completing the assignment(s). (2 Points)  3. How did your learning and interaction with colleagues (such as discussion forum, web conferences, wiki and blog participation, etc.) affect the results of your performance? (2 Points)  **Lifelong Learning Skills**  1. Critically reflect (see note above; not just recitation of facts) upon what you gained about learning and how you learn that will impact your future learning. (3 Points)  2. How will your past interactions and collaborations with colleagues impact your future learning experiences? (2 Points)  3. As a lifelong learner, what questions or issues challenge you and are worthy of future research or investigation? (2 Points)  **Additional Criteria**  1. Content posted to e-Portfolio wiki/blog/Google site (1 Point)  2. Mechanics (1 Point)  3. APA Format (1 Point)  4.Minimum of 3 References (1 Point)    (Maximum 25 points) | As I thoroughly reflected on this assignment I took time to think about the things that we had learned from the coursework focusing on myself as a new administrator. I looked around our campus at our organizational operations to see how we promote a safe, efficient, and effective learning environment. We always have a safety topic that is discussed at each and every staff meeting. After discussing safety topics, it keeps us aware of the hazards that can be avoided on our campus. We are always cautioned for the safety of our staff and students that we watch where we place our classroom furniture and where we place extension cords, wires, and cables. We become more aware of student dress and are told to make sure that all students adhere to the proper dress code for safety reasons. When we received new lease computers at the beginning of the year, our principal ensured that all the equipment was distributed equally for the curriculum needs in the labs and classrooms. It is assured that all departments are equally allocated with technology and equipment necessary to function for proper curriculum needs. Our campus obtained Star Boards this semester for better instruction in the classrooms. A Star Board was assigned to each department for rotation among their teachers. I have been involved in the software installation and device installation in the classroom. Our principal carefully explained that it was necessary that all the equipment was equally distributed and software/devices were installed in a timely matter to assure that all would have access to the equipment as quickly as possible.  After interviewing our principal, I found some ways that he implements standard 2 and ensures that he promotes a positive school culture, provides an effective instructional program, applies best practice to student learning, and designs comprehensive professional growth plans for staff. At each staff meeting, he always reminds us that we as teachers need to remind positive and not to ever give up. He always says keep our learners engaged “bell to bell”. They need 100% from us at all times to stay positive helping each and every student. He encourages us to always provide effective lessons and teach the necessary objectives so that our students can be successful. Our principal encourages us to use our data analysis to find out what objectives that our students have not reached. He always says “re-teach”, “reteach” and don’t stop until they meet all the objectives. Our principal encourages us to attend outside professional growth opportunities when necessary so that we can enhance our professional development for new and innovative educational ideas and plans. He encourages new campus professional growth for new and innovative technology equipment and software so that our teachers can gain knowledge and lesson plan ideas for their classrooms. He always uses the expression that “we never stop learning”. If one method is not working, try another method until we reach each and every student. I feel he definitely promotes a positive school environment on our campus.  I spoke with our director of instructional technology and discussed the process of data collection and data analysis. I have worked with the data analysis system and with the process of keeping the scanners up and running, but we discussed the process more thoroughly. She was able to give me more information on how the district utilized the data for student growth using the community’s diverse culture. She gave me a better understanding of how out district promotes the understanding and the appreciation of our resources and how we apply this knowledge to better reach the needs of our district’s students. We are able to analyze the data from our data analysis to investigate the objectives in various ways to obtain data to meet the needs of our students. We can discover from the data what objectives the students are reaching and how we can better meet these objectives. Until I had taken a closer look at the data analysis process, I did not realize how valuable this data is to our district and to our individual campuses.  We also try to maintain a good and productive relationship with our district community partners. It is important that we keep our community up to date on what our schools and district is trying to do for the welfare of our students in our community. We need to maintain that positive attitude at all times – this attitude will ultimately benefit the students. The success of the partnership as a whole is dependent on each entities individual success. A strong school district feeds the workforce and an educated workforce makes the city more attractive to business development.  Through the mediation exercise I learned that it is important to remain as calm as possible during the mediation process. Listening is a key to making sure that all parties are heard during the mediation. Allowing others to speak, be heard, and making sure that everyone understands the various sides to the process is also very important in the mediation process. We found that after talking about all the aspects of the situation thoroughly that we were able to reach a better outcome and solution that would best benefit the student. |